GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Planning Department – Swarna Andhra P4 Foundation (SAPF) – Standard Operating Procedure (SOP) for Financial and Non-Financial matters – Orders - Issued.

==========

PLANNING (VII) DEPARTMENT

G.O.RT.No. 151 **Dated: 12-09-2025**

Read:-

G.O.Rt.No.107, Planning (VII) Department, Dated: 25.06.2025.

****

ORDER:

In the G.O. read above, orders were issued for revamping the Smart Andhra Pradesh Foundation as the Swarna Andhra P4 Foundation (SAPF).

2. In order to ensure proper processing, approval and monitoring of financial and non-financial matters, and keeping in view the need for streamlined governance, accountability and transparency in the functioning of the Swarna Andhra P4 Foundation (SAPF), a Standard Operating Procedure (SOP) has been proposed.

3. Government is hereby approve and issue the following Standard Operating Procedure (SOP) for ensuring streamlined governance and accountability in the operations of the Swarna Andhra P4 Foundation (SAPF):

I. NON-FINANCIAL ACTIVITIES

1. All non-financial activities of SAPF shall be processed and approved at the level of the CEO, SAPF. These shall include:

a) Approval of Margadarsis and their adoption of Bangaru Kutumbalu through the portal.
b) Any addition, deletion or modification of the Margadarsi or Bangaru Kutumbam list
c) Coordination with partner organizations, collaborators, and volunteers.
d) Administrative matters pertaining to the functioning of SAPF staff and related operational issues.

Contd...2

2. These activities shall be handled internally by the CEO, SAPF in consultation with relevant stakeholders and appropriately documented for reporting and transparency.

II. FINANCIAL APPROVAL PROCESS

1. The CEO, SAPF shall prepare and initiate files relating to any financial transaction, project, or statutory compliance matter, including but not limited to the following key activities subject to approval of the Executive Committee as per SAPF bye-laws:

a) Approval and implementation of CSR-funded projects across sectors such as education, health, livelihoods, infrastructure, and climate resilience.
b) Receipt, acknowledgement, and documentation of contributions from CSR partners, philanthropic donors, INGOs, and crowd funding platforms.
c) Execution of Memorandum of Understanding (MoUs) with funding agencies, corporate entities, and collaborators for financial support.
d) Release and utilization of funds to partner organizations, implementation agencies, or field chapters (district/constituency/panchayat levels).
e) Engagement of consultants and vendors for project execution and related professional services under approved financial heads.
f) Procurement of goods and services, including IT, logistics, outreach, and communication materials as per procurement norms.
g) Processing of payments, reimbursements, and administrative expenditure incurred by SAPF in line with approved budget provisions.
h) Filing of statutory returns (including GST, Income Tax, FCRA, etc.) and ensuring adherence to relevant government regulations, orders, GOs, and financial audit requirements.
i) Compliance with reporting obligations to regulatory authorities and departments, including submission of Utilization Certificates, annual reports, and financial disclosures.
j) Any release and utilization of funds beyond Rs. 50.00 lakhs shall require prior approval of govt. as per the Andhra Pradesh Government Business rules.

Contd...3

2. Subsequently, the following approval route shall be followed through the e-file system:

The CEO shall put up the file for approval of the Joint Secretary, Planning, in his capacity as a member of the Executive Committee. The file shall then be placed before the Principal Secretary, Planning, Executive Vice-Chairperson of the Executive Committee of SAPF and thereafter routed to the Chairperson, Executive Committee, SAPF through the Executive Vice-Chairperson.

3. No financial transaction or statutory compliance activity shall be executed unless the above procedure is followed and approval of the Chairperson is obtained.

4.Further, in accordance with the Para 10.2 (Roles & Responsibilities) of the SAPF bye-laws, all sanction of funds/payments on behalf of the foundation shall require the sanction of both the Chief Executive Officer and the Director (Planning), Planning Department, Government of Andhra Pradesh. In the event that the Director (Planning), Planning Department is unable to sign due to absence, leave, or vacancy of the post, the said sanction shall be granted by the Chief Executive Officer and the Director (M&R), Planning Department, Government of Andhra Pradesh.

III. MONTHLY REVIEW & RATIFICATION

To ensure transparency and collective oversight:

a) The CEO, SAPF, shall compile a consolidated report of all financial and non-financial activities on a monthly basis.
b) This report shall be placed before the full Executive Committee of SAPF for ratification and formal approval in its monthly meetings.

IV. RESIDUAL PROVISIONS

In case any matter not specifically covered under this order, the same shall be governed by the Andhra Pradesh Government Business Rules, 2018.

Contd...4

V. E-FILE WORKFLOW

A dedicated e-office workflow shall be established and institutionalized to effectuate this procedure. All files shall be mandatory routed through this digital system for transparency, accountability, and tracking.

4. The Chief Executive Officer, SAPF, Vijayawada shall take necessary action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

PEEYUSH KUMAR
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Chief Executive Officer, SAPF, Vijayawada.
Copy to:
Sri C. Kutumba Rao, Chairperson, Executive Committee, SAPF.
The Director, Planning, AP Secretariat.
The Director, M&R, AP Secretariat.
PS to Prl.Secretary,Planning Department.
The OSD to Hon'ble Minister for Finance and Planning, Commercial Tax& Legislative Affairs.
SF/SC.

//FORWARDED::BY ORDER//

SECTION OFFICER